



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1301 Fax: 978-897-8457

Selectmen's Meeting Minutes

Tuesday, January 28, 2014

Room 201, Town Hall

Time: 6:45 pm

Present: Chairman Brendon Chetwynd, Selectman Dawn Capello, Selectman William Cranshaw, Selectman David Gavin Town Administrator Kevin Sweet and Admin. Assistant Becky Mosca.

(This public meeting was recorded).

Pledge of Allegiance

Fire Captain Sean Kiley sworn in as new Captain.

Public Comments – no public comments

A motion was made by Selectman Capello to approve the minutes for January 7, 2014, (regular meeting). Second by Selectman Gavin. Vote 3-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for January 28, 2014).

- Assessing Department monthly report December 2013.
- Treasurer/Collector's monthly report December 2013.
- Accountant monthly report November and December 2013.
- Police Department monthly report December 2013.
- Depart. Of Public Works, monthly report December 2013.
- Activity Report from engineer, Wayne Amico, 11/13 ~ 12/3/13.
- Library Report, December 2013.
- Retirement meeting notice January 30, 2014.

- Board Openings, January 2014.
- 129 Parker Street Ad Hoc Committee meeting notice Jan 20, 2014.
- Meeting notice, Zoning Board of Appeals, 1/27/14.
- Meeting notice, School Building Committee, 1/15/14.
- National Grid, Public Awareness update, 1/10/14.
- RE: MHS Project letter from Corwin & Corwin dated 1/7/14.
- MPD, Alcohol Enforcement Compliance Checks, 2013.
- Minuteman Senior Services, March for Meals, request for HELP.
- Assessors meeting notice Feb 4, 2014.

A motion made by Selectman Gavin to approve the list of correspondences as shown. Second by Selectman Capello. Vote 3-0. Motion approved.

DPW, Chris Okafor, follow up from BOS meeting on December 3, 2013.

(Request for change of signage on Parker Street near McKinley Street).

New Fluorescent signs will be added in the spring just waiting for the weather to get warmer. The crosswalk and signs will be more inline.

A change in front of the Corner Store, to remove anyone from parking up on the sidewalk will be added in the spring. The Maynard Police will enforce once this work is complete.

(Request for stop signs to be added at one of our 5-way intersections). DPW added the stop signs in January 2014.

(Request for stop signs to be added at one of our 5-way intersections). DPW added the stop signs in January 2014.

NOTE, Selectman Cranshaw arrived. 7:05 pm

Water Abatements; ID # 581, ID

Abatement request was for sewer charges related to water use (establishing lawn) at new home construction prior to initial occupancy. Board decided minimum sewer charge (\$44.40) applies regardless.

A motion was made by Selectman Chetwynd to approve water abatement for ID # 581 with abatement for \$185.59. Second by Selectman Gavin. Vote 3-0-1. (Selectman Capello recused herself). Motion approved.

DPW, Chris Okafor, Update Parking Deck and Cemetery policy

Chris Okafor is working with a contractor, they are completing GIS mapping of the lots. Once this work is complete, spring period ground needs to be clear of

snow. This information will help with the available lots and space. Will follow up with Board once complete.

Board requests a new updated fee survey of surrounding towns.

A motion was made by Selectman Cranshaw resume unrestricted “presales” effective April 1, 2014. Second made by Selectman Gavin. Vote 1-3. Motion not approved.

Board agreed to wait for the information to come back from Chris in a timely matter.

Parking Deck: Hand out from Andrew Scribner-MacLean

Copy added on the web,

Next steps: Option

Replace Deck est. cost TBD \$1M+

Repair Deck \$500,000.00 would add 15 years to life of deck.

Demolish Deck \$140,000.00

41 spaces on top of deck

39 spaces under deck

Originally built in 1984

Business Owner Jim Flaherty of Anytime Fitness, Nason Street Maynard,
Parking request to not ticket his guests between the parking ban hours of 2:00 am ~ 6:00 am.

Board agreed to hold a public hearing regarding the parking deck, February 18, 2014.

Immediate plan is to temporarily close area under parking deck to allow cleanup of loose debris. Board discussed potential impacts of longer-term closure.

A motion was made by Selectman Capello to give the Town Administrator the authority to close the lower level of the parking deck area if Professional Engineer, Wayne Amico or any other PE, says that the area under the parking deck is not safe for anyone to pass under. Second by Selectman Gavin. Vote 4-0. Motion approved.

Town Administrator Sweet discussed options for mitigating closure by allowing long-term parking in Summer Street lot and bagging of low-use-on-street metered spaces.

Set the Date, Time and Place for the Annual and Special Town Meeting.

A motion was made by Selectman Chetwynd to approve the joint Budget meeting scheduled for February 8, 2014 at the Maynard Public Library 77 Nason Street Maynard, starting at 8:30 A.M. Second by Selectman Cranshaw. Vote 4-0. Motion approved.

A motion was made by Selectman Chetwynd to approve the Annual Town Meeting; date is set for Monday, May 19, 2014 at Fowler School Auditorium. Second by Selectman Cranshaw. Vote 4-0. Motion approved.

A motion was made by Selectman Chetwynd to approve the Special Town Meeting at the conclusion of the Annual Town meeting, date is set for Monday May 19, 2014 at the Fowler Auditorium. Second by Selectman Cranshaw. Vote 4-0. Motion approved.

Fiscal Year 2015 Budget with update on the joint budget meeting Feb. 8, 2014.

- Received all FY 15 Department budgets.
- February 8th “Joint Budget meeting scheduled at the Maynard Public Library.
- Governor Budget – Level Funded.
- Hopeful for more unrestricted funding.
- MIIA, Health Insurance range 0- 9.9% last year we received 1.2%, we should be in good shape for a rate near 5% increase.
- School, Andrew & I met with Dr. Gerardi. School would like to present to BOS before Joint Budget Session. We have a scheduled School / BOS Executive Session on Thursday. Sel. Cranshaw went to FinCom meeting; School did a presentation at their meeting. (Circuit breaker money) flat.

Town Administrator’s Report - Kevin Sweet:

- **Solar Array Update:** WGES received NSTAR approval to operate the site as of Jan. 24, 2014
- At another meeting, I will talk about a letter received from MayDog.
- **Waste Water Treatment Plant:** The RFP for the Management, Operations and Maintenance of the WWTP, which was released on Jan 6th, is due on Jan 30th.
- **FY15 Budget:** All depart. Have submitted there FY15 budget requests. I am in the process on working on budget related items in preparation of a final TA recommended budget and presentation at the Joint Budget meeting on 2/8. I have completed a preliminary revenue projection for FY15 as well as an adjusted minor change in revenue based on the submitted FY15 Governor’s budget. Gov. Patrick’s local aid goals are modest at best. The FY15 budget recommends a 2-% increase over FY14 for all local aid. However, the bulk of this 2 % increase is for Chapter 70 education aid. The Gov. is recommending level funding for both the Special Ed Circuit breaker and Unrestricted Gen. Gov. Aid.
- **IIIA Health Insurance Update:** On 1/15, I met with Jill Gallant-Shaw from MIIA and Adam Thornton from Blue Cross of MA to discuss the MIIA program and Maynard’s Detail of Claims, Premiums & Loss Ratios.
- **Municipal Hearings Officer Training:** Andrew Scribner-MacLean and I attended the Municipal Hearing Officer Training on 1/15. At the MA FF Academy in Stow. Citations written by local code enforcement officers, which are appealed, are heard before a municipal hearing officer. The municipal hearing officer is appointed by the municipality to conduct such hearings. In order to

serve as a municipal hearing officer, an individual must receive training jointly by the Office of the AG and Mass Association of City and Town Solicitors. At a later date, I will be requesting the BOS to appoint Andrew Scribner-MacLean for this role.

- **MISC:**
 - Held monthly Leadership Team Meeting
 - Attended MMA 2014 Annual Conference
 - CrossTown Connect Status Meeting

Chairman Report - Brendon Chetwynd:

- I got in contact with Stow BOS chair; we want to have a scheduled meeting. Will schedule once back from Business trip?
- Please schedule the Public Hearing for the Charter Review meeting changings. TA said it would be scheduled for March 4, 2014 for hearing.

Old/New Business:

Selectman Cranshaw:

- Current contract expires after 2014 season. TA, Sterling was the only bidder the last time we put this out for bid. This is the last season on the contract. When would negotiations for new contract be conducted and who would be the town representatives in those negotiations? TA Sweet indicated that contracting effort would begin in late spring with RFP in summer. Unlike last contract, it would not be prepared by a single individual.
- **Submittal Report;** Report is expected by March 10. What is the process for presentation to Board and Town Meeting. How is draft report to be reviewed by BOS? Board would like presentation, and short summary at Town Meeting is typical.
- **Water and Sewer Fees;** Policy needs to be nailed down with updated documents and policies. TA; said we need to look at Fees and Regulations.
- Do we have the final number yet for tax increase? (Pre-set Tax Figure)? TA, will find out.
- We need to talk about a plan for Liquor licenses; Need to add to agenda. TA, agrees. No date set.
- General Question; Boards, Plans, budget plan, free cash stuff. Chair, agrees we need to discuss. Chair asked Selectman Cranshaw to email list of items he wants to discuss with Board.
- Regarding Correspondence. Packet item from PD about liquor compliance issues, will Police follow up with the (3) licensees that had training issues. Yes, and TA will do more follow up.
- Noted that having Town Planner as appointed member to the 129 Parker Street committee might lead to open meeting issues related to sequential conversations as he acts as professional resource for the committee. It may be better for some future committees to not have professional staff as a formal appointment.
- Noted that there are “warrant” requirements for all-way STOP signs.

- Question; Authorization for stop signs and signals, Should the authorization come from Board of Selectmen? TA did not think it needed to come from Board. TA, not aware of any policy for traffic control. TA agrees that recommendations moving forward for roadways will come thru Board.

Selectman Capello:

- Comment: Drove past memorial park, the Christmas lights at park still on, can we have them removed. TA will put request in with DPW.

Selectman Gavin:

- **Opportunity**, we should set up meeting with Stow Selectmen, with Topic of Sharing opportunities as neighbors, have informal meeting but with topics such as Rail Trail, and Economic Development, etc.
- **Question**; In the last BOS packet we had issue from Peyton's, is that all set? TA, yes and at this time it is a non-issue. Peyton's is closed.

Executive Session, 1/28/2014 Time: 10:07

In the Matter of: Strategy with respect to Collective Bargaining.

Motion to convene an Executive Session was made by Selectman Capello and duly seconded by Selectman Gavin. The following roll call vote was taken on the above motion.

David Gavin	Yea
Dawn Capello	Yea
William Cranshaw	Yea
Brendon Chetwynd	Yea

After the Executive Session, the meeting will not reconvene.

A motion to adjourn the meeting was made by Selectman Capello. Second by Selectman Gavin. Vote 4-0. Motion approved.

Time: 11:00 pm

Approved: _____

Date:

Selectman, David Gavin, Clerk

Initials: BJM